



## OSD Training for Vendors Summer Schedule 2017



OSD offers a variety of free events and training opportunities related to the procurement of commodities and services. The following is a listing of the schedule for June 2017 – September 2017. For training-related questions, please send an email to [osdtraining@state.ma.us](mailto:osdtraining@state.ma.us).

### Vendor Training Registration Instructions

Press **Ctrl** and click on the **hyperlink** for your desired **training date**. This will bring you to one of our course enrollment sites which require completing a registration form. **Vendors may only attend each training once unless they have the express permission of OSD training.**

You can contact OSD Training at [OSDtraining@state.ma.us](mailto:OSDtraining@state.ma.us)

**Please Note:** After registering for a webinar, registrants will receive details for accessing the webinar via email prior to the date of the class.

[CLICK HERE](#) to view detailed course descriptions.

COURSE	DATE	START	END	LOCATION
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, June 8, 2017</a>	10:30 AM	11:30 AM	Live Webinar (Online)
SDO Pre-Certification Workshop	<a href="#">Monday, June 12, 2017</a>	10:00 AM	12:00 PM	Richard E. Neal City Hall Annex Building, 70 Tapley St, Springfield
Connecting Your Business to the Commonwealth	<a href="#">Monday, June 19, 2017</a>	2:30 PM	4:30 PM	Richard E. Neal City Hall Annex Building, 70 Tapley St, Springfield
<b>Only Vendors on STATEWIDE Contract may register for this course.</b> COMMBUYS for Awarded Statewide Contract Vendors	<a href="#">Monday, June 26, 2017</a>	1:30 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
SDP and Sales Reports Overview	<a href="#">Tuesday, June 27, 2017</a>	10:00 AM	11:00 AM	Live Webinar (Online)



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COURSE	DATE	START	END	LOCATION
<b>Only Vendors on STATEWIDE Contract may register for this course.</b> Selling to the State: Marketing Your Business to Public Purchasers	<a href="#">Thursday, June 29, 2017</a>	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
SDO Pre-Certification Workshop	<a href="#">Tuesday, July 11, 2017</a>	10:00 AM	12:00 PM	State Transportation Building, 2 <sup>nd</sup> Floor, Conference Room 1, Boston
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	<a href="#">Monday, July 17, 2017</a>	1:00 PM	2:00 PM	Live Webinar (Online)
Demystifying the RFR: Understanding the Importance of the Request For Response	<a href="#">Wednesday, July 19, 2017</a>	9:30 AM	12:30 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
Locate and Respond to Bids in COMMBUYS	<a href="#">Wednesday, July 19, 2017</a>	10:00 AM	11:00 AM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	<a href="#">Monday, July 24, 2017</a>	10:00 AM	10:30 AM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	<a href="#">Monday, July 24, 2017</a>	10:45 AM	11:15 PM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	<a href="#">Thursday, July 27, 2017</a>	9:30 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<b>Only Vendors on STATEWIDE Contract may register for this course.</b> Selling to the State: Marketing Your Business to Public Purchasers	<a href="#">Monday, July 31, 2017</a>	1:30 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston



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COURSE	DATE	START	END	LOCATION
Connecting Your Business to the Commonwealth	<a href="#">Tuesday, August 1, 2017</a>	10:00 AM	12:00 PM	State Transportation Building, 2 <sup>nd</sup> Floor, Conference Room 1, Boston
<b><i>Only Vendors on STATEWIDE Contract may register for this course.</i></b> COMMBUYS for Awarded Statewide Contract Vendors	<a href="#">Tuesday, August 8, 2017</a>	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<b><i>Only Vendors on STATEWIDE Contract may register for this course.</i></b> Selling to the State: Marketing Your Business to Public Purchasers	<a href="#">Thursday, August 17, 2017</a>	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	<a href="#">Wednesday, August 23, 2017</a>	2:00 PM	2:30 PM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	<a href="#">Wednesday, August 23, 2017</a>	2:45 PM	3:15 PM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	<a href="#">Tuesday, September 12, 2017</a>	10:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	<a href="#">Wednesday, September 13, 2017</a>	1:00 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Demystifying the RFR: Understanding the Importance of the Request For Response	<a href="#">Monday, September 18, 2017</a>	9:30 AM	12:30 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
Locate and Respond to Bids in COMMBUYS	<a href="#">Tuesday, September 19, 2017</a>	1:00 PM	2:00 PM	Live Webinar (Online)



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COURSE	DATE	START	END	LOCATION
<b><i>Only Vendors on STATEWIDE Contract may register for this course.</i></b> Selling to the State: Marketing Your Business to Public Purchasers	<a href="#">Wednesday, September 20, 2017</a>	1:30 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	<a href="#">Thursday, September 21, 2017</a>	10:00 AM	10:30 AM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	<a href="#">Thursday, September 21, 2017</a>	10:45 AM	11:15 AM	Live Webinar (Online)
SDP and Sales Reports Overview	<a href="#">Wednesday, September 27, 2017</a>	10:00 AM	11:00 AM	Live Webinar (Online)
<b><i>Only Vendors on STATEWIDE Contract may register for this course.</i></b> COMMBUYS for Awarded Statewide Contract Vendors	<a href="#">Thursday, September 28, 2017</a>	1:30 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston